

The National Oceanic and Atmospheric Administration  
Correspondence Handbook

Prepared by

Executive Secretariat  
Office of the Deputy Under Secretary

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## TABLE OF CONTENTS

	<u>Page</u>
1. INTRODUCTION .....	1
2. STATIONERY .....	2
3. THE LETTER .....	3
Date .....	3
Inside Address .....	3
Salutation .....	5
Body of Letter .....	5
Complimentary Close .....	5
Signature Block .....	5
Enclosure .....	6
Courtesy Copy Notation.....	6
Sample Letter .....	8
4. THE MEMORANDUM .....	9
Date .....	9
Heading and Subject Block .....	9
Alternatives to the "Thru" Line .....	10
Multiple Addressees .....	11
Signature .....	13
Attachment .....	13
Examples of "MEMORANDUM FOR" Lines .....	13
Brief Responses .....	14
Sample Memorandum .....	15
5. CORRESPONDENCE CONTROLLED BY NOAA EXECUTIVE SECRETARIAT .....	16
Role of NOAA Executive Secretariat .....	16
Action Office Responsibilities .....	16
Clearances .....	17
Cover Memorandum .....	18
Sample Cover Memorandum .....	19
Drafter's Identification .....	19
Revisions .....	20
Copy Requirements .....	20
Assembling the Correspondence Folder .....	20
Multiple Letters .....	21
Decision Memorandum .....	22
Memorandum for Regulations .....	23
Sample Memorandum on a Regulation .....	23
Sample Regulatory Memorandum for DOC .....	23

Electronic Mail Transmission .....	24
Examples:	
Memorandum to the Secretary .....	25
Response for Secretary Signature .....	26
Distribution, control number, writer ID .....	24
6. MODELS OF ADDRESS & SALUTATIONS .....	28
Government Officials .....	28
Military .....	32
7. EFFECTIVE WRITTEN COMMUNICATION .....	33
Capitalization .....	33
Abbreviations .....	33
Word Division .....	35
Comma .....	35
Hyphen .....	36
Dash .....	36
Acronyms .....	37
Quotations, Commas, & Periods .....	37
"That" versus "Which".....	37
Sex-Free Terminology .....	38
8. GENERAL GUIDANCE - PREFERRED STYLE .....	39
9. DEPARTMENT OF COMMERCE STYLE PREFERENCES AND SAMPLES	42

## **1. INTRODUCTION**

This Handbook governs the preparation and use of all the National Oceanic and Atmospheric Administration (NOAA) correspondence. Our intent is to be consistent with the Department of Commerce (DOC) Manual and the Government Printing Office (GPO) Style Manual. Your first point of reference is, however, the NOAA Correspondence Handbook.

Inquiries about correspondence procedures may be directed to the NOAA Executive Secretariat (ES) at (202) 482-2985 or fax (202)482-6203.

## **2. STATIONERY**

The stationery used should be that of the person signing the correspondence. For example, if the correspondence is prepared for the Under Secretary's signature, use the "Under Secretary for Oceans and Atmosphere" letterhead. Each Line/Staff Office has its own letterhead. Be sure to use the appropriate stationery.

### **SAMPLES:**

United States Department of Commerce  
The Under Secretary for  
Oceans and Atmosphere  
Washington, D.C. 20230

United States Department of Commerce  
The Assistant Secretary for  
Oceans and Atmosphere  
Washington, D.C. 20230

United States Department of Commerce  
The Deputy Under Secretary for  
Oceans and Atmosphere  
Washington, D.C. 20230

United States Department of Commerce  
National Oceanic and Atmospheric Administration  
The Chief Scientist  
Washington, D.C. 20230

### **3. THE LETTER**

The letter format is used for communications addressed to an individual or organization outside NOAA/DOC. It is also used for personalized communications, such as letters of appreciation, etc., addressed to an individual or organization within NOAA/DOC.

Make your letter "picture perfect."

- o All letters are to be centered on the page--top, bottom, right, and left margins.
- o Do not justify the right margin.
- o All NOAA correspondence is to be single spaced and in modified-block style. Double space between paragraphs.
- o Courier New or Courier/W font with 11-pitch print style is recommended on all correspondence.

#### **Date**

For documents to be signed and dated in your office, place the date slightly to the right of the center just two spaces below the final line of the return address. Please be sure date stamped is legible. (Note: Dates are put in the same place for letters and memorandums.)

Do not date correspondence which will be signed in another office, but remember to leave space for the date.

Use conventional style dating, not military style. (April 1, 2000)

#### **Inside Address**

Type the inside address flush with the left margin. On the first line, type addressee's full name preceded by Mr., Mrs., Ms., Dr., Professor, or The Honorable--as appropriate. If it is not known whether the addressee is a man or a woman, omit the title. For example, use "Leslie Doe" (Dear Leslie Doe:).

The addressee's title, followed by the name of the organization, begins on the second line and may be carried over to the third line, if necessary. When carrying an organization name over to the next line, indent two spaces. Example:

Mr. Daniel Sims  
President, Corporation for  
Public Financing  
100 Center Street  
Cleveland, Ohio 44101

If the individual's title is lengthy, i.e., Chairman of the Board or Chief Executive Officer, put it on the second line by itself and the company's name on the next line. Example:

Mr. Daniel Sims  
Chairman and Chief Executive Officer  
Corporation for Public Financing  
100 Center Street  
Cleveland, Ohio 44101

Spell out the name of the organization exactly as it appears on the letterhead. No abbreviations are used in the name of the firm unless they are used on the firm's letterhead.

Suite/room numbers are not included in the inside address. They should only be shown on the envelope.

If the address reflects both a Post Office box number and a street address, only the street address should be reflected in the letter. However, if only a Post Office box number is given (no street address), then show the Post Office box on the inside address.

Spell out the name of the state in the inside address. Do not use two-letter state abbreviations. They may be used on the envelope, however.

If known, use the full nine-digit zip code on the outgoing letter and envelope.

Letters sent to individuals or organizations in foreign countries should be sent by airmail, Federal Express or Department of State pouch to ensure arriving in a timely manner. Also letters can be faxed with hard copy to follow.

"Attention" lines are not acceptable on letters to be signed by the Under Secretary, Assistant Secretary, Deputy Under Secretary, or Chief Scientist. "Attention" lines are permissible on the envelopes.

## **Salutation**

Double space between the inside address block and the salutation. A colon follows the salutation, even when the salutation refers to a person by name. Examples:

Dear Mr. Jones:      Dear Ms. Smith:      Dear George:

Address all women as "Ms." unless the incoming correspondence specifically indicates a preference for "Mrs.," "Miss," or some other title.

When corresponding to a company and no person's name is given, then use the following salutation:

Dear Sir or Madam:

## **Body of Letter**

Do not indent paragraphs.

Begin the first paragraph of each letter with "Thank you for your letter regarding..." followed by a brief description of the subject of the incoming letter. If the letter is unfavorable to NOAA, it is appropriate to begin: "This is in response to your letter regarding..." Do not refer to the date of the incoming letter in your response.

Double space between paragraphs. The first and last paragraphs may be one sentence. All other paragraphs must be more than one sentence.

There should only be one "thank you" in a letter. The last paragraph might read "I appreciate your interest (or concern)" or "Your interest is appreciated," depending on tone of letter.

## **Complimentary Close**

Double space between the final paragraph of the letter and the complimentary close. The complimentary close used by NOAA is "Sincerely" and should be placed two or three spaces to the right of the center of the page.

### **Signature Block**

Type the name of the signer five lines below the closing. The title is not necessary when it is shown on the letterhead. In cases where the letterhead does not indicate the title of the signer, type both the name and the title. Example:

Sincerely,

Name

### **Enclosure**

If additional material is to be included with the letter, type the word "Enclosure" (or "Enclosures" for more than one item) two spaces below the signature block, flush with the left margin. When writing a memorandum, use the word "Attachment" (or "Attachments," if appropriate) instead of "Enclosure." Make sure the proper terminology is used in the body of the communication.

Example:\_\_\_\_\_

Letter: A list of NOAA employees is enclosed.

Memo: A list of NOAA employees is attached.

### **Courtesy Copy Notation**

The use of "cc" is discouraged on letters addressed to individuals or organizations outside of DOC. If information or courtesy copy (cc:) distribution is shown on the original to inform the addressee as to the other recipients, type the "cc:" notation flush with the left margin, two lines below the last typed line. Example:

cc: Paul Jones, NOAA  
Mary Johnson, NASA



If the writer wishes that copies of the letter be distributed without the list being shown on the original, the blind courtesy copy (bcc:) notation is typed on the copies in the same page position as a regular "cc" notation. Example:

bcc: Paul Jones, NOAA  
Mary Johnson, NASA

If the writer wishes to show that the individuals receiving copies are receiving (or not receiving) enclosures, it is noted as follows:

cc: Paul Jones, NOAA (w/o enclosure)  
Mary Johnson, NASA (w/enclosure)

or

bcc: (w/o enclosure)  
Paul Jones, NOAA  
Mary Johnson, NASA

## Letter Format

S A M P L E

(to be dated when signed)

The Honorable (Name)  
House of Representatives  
Washington, D.C. 20515-6210

Dear Representative (last name):

Begin the first paragraph of each letter with "Thank you for your letter regarding..." followed by a brief description of the subject of the incoming letter. If the letter is unfavorable to NOAA, it is appropriate to begin: "This is in response to your letter regarding..." Do not refer to the date of the incoming letter in your response.

Double space between paragraphs. The first and last paragraphs may be one sentence. All other paragraphs must be more than one sentence.

There should only be one "thank you" in a letter. The last paragraph might read "I appreciate your interest (or concern)" or "Your interest is appreciated" depending on tone of the letter.

Sincerely,

Name

Enclosure

Show on NOAA internal copies only and with the use of E-mail this should be sent on a separate page from the letter.

bcc: ES, W, OA, GC, EA  
Control #: 45678  
Wx2:LJBoezi:427-7397:ab:8/21/94

#### 4. THE MEMORANDUM

The memorandum format is used for communications addressed to an individual or organization within DOC.

**NOTE:** It is a NOAA requirement that all memoranda addressed to the Under Secretary, Assistant Secretary, Deputy Under Secretary, and Chief Scientist be prepared for the signature of the appropriate Assistant Administrator or Staff Office Director. The Deputy can sign the memorandum "for."

##### Date

For a memorandum to be signed within your office, stamp the date two lines below and to the right of center. Remember--when preparing correspondence to be signed in another office, **do not date it**. It will be dated when it is signed. In the case of correspondence for the signature of the Under Secretary, Assistant Secretary, Deputy Under Secretary, or any others in the Office of the Under Secretary, it will be dated in the NOAA Executive Secretariat after it has been signed.

##### Heading and Subject Block

Ideally, if space allows, begin the memorandum for and subject block at least eight lines below the printed letterhead. And, of course, if space does not allow, you may begin higher on the page. **MEMORANDA ARE NOT CENTERED ON THE PAGE.**

Flush with the left margin, type the words "MEMORANDUM FOR:." Tap the space bar two times and type the name of the individual to whom you are sending the memorandum. Directly below, in line with the first letter of the first name, type the individual's title (if any). If there is no title, then type the office in which the person works.

Drop down two lines and type the word "FROM:" flush with the left margin. Type the name of the sender so that it starts at the same column as the name of the person to whom the memorandum is addressed.

Drop down two more lines and type the word "SUBJECT:" flush with the left margin. Start the title of the subject at the same point as the names in the two lines above. If the subject line is more than one line, begin the subsequent lines directly under the first letter of the first word of the subject (do not indent). Drop down **three** lines and begin the body of the memorandum.

Do not indent paragraphs.

Example:

MEMORANDUM FOR: (Name)  
Chief Financial Officer and  
Assistant Secretary for Administration

FROM: (Name)

SUBJECT: XX

Depending on the letterhead, the title of the person identified in the "FROM" line may be added directly under the name. As a general rule, if the title of the sender is not printed on the letterhead, the title should be typed. For example, on the "Office of the Deputy Under Secretary" letterhead, the proper format is:

MEMORANDUM FOR: (Name)  
Deputy Under Secretary  
for Oceans and Atmosphere

FROM: (Name)  
Director, Executive Secretariat

SUBJECT: NOAA Correspondence

### **Alternatives to the "Thru" Line**

"Thru" lines are not used in NOAA correspondence. If you wish to show concurrence by another individual, there are two alternatives.

- o Add the individual's name to the "FROM" block along with the person who actually wrote the memorandum. The name of the person who is the higher official would be listed first. For example, if the Deputy Assistant Administrator for Fisheries wanted to send a memorandum to the Assistant Secretary for Oceans and Atmosphere but wanted the concurrence on record of the Assistant Administrator of Fisheries the memorandum should be addressed as follows:

MEMORANDUM FOR: (Name)  
Deputy Under Secretary  
for Oceans and Atmosphere

FROM: (Name)  
Assistant Administrator for Fisheries  
  
(Name)  
Director, Office of Fisheries Conservation  
and Management

- o Or, you could add a concurrence line at the bottom of the memorandum, e.g.:

_____ (Name) Assistant Administrator for Fisheries	_____ Date	_____ Concur	_____ Do not concur
---	---------------	-----------------	------------------------

### **Multiple Addressees**

When addressing memoranda to the Assistant Administrators and Staff Office Directors as a group, the memorandum should be addressed as follows:

MEMORANDUM FOR: Assistant Administrators  
Staff Office Directors

When using the address block above, be sure to "cc" the Under Secretary, Assistant Secretary, Deputy Under Secretary and the Chief Scientist.

If the memorandum is going to two individuals and you want to include their titles, address as follows:

MEMORANDUM FOR: (Name)  
Under Secretary for Oceans and Atmosphere  
  
(Name)  
Assistant Secretary for Oceans and Atmosphere

If the memorandum is going to more than two individuals or groups address it to "Distribution," as follows:

MEMORANDUM FOR: Distribution

FROM: Name  
Title - if not on signer's letterhead

SUBJECT: xxxxxxxx

xx  
xx.

Attachment(s)

Distribution:  
US - (Name) i.e. G. Washington  
AS - (Name)  
DUS - (Name)  
CS - (Name)  
N - (Name)  
E - (Name)

### **Signature**

Signature on the memorandum is to the right of the typewritten name on the "FROM:" line.

### **Attachment**

The word "Attachment" is to be typed two lines below the body of the memorandum. As mentioned previously, "attachment" is used when writing memoranda, and "enclosure" is used when writing letters.

### **Examples**

Following are examples of the "MEMORANDUM FOR:" line when writing to the Under Secretary, Assistant Secretary, Deputy Under Secretary, or Chief Scientist:

MEMORANDUM FOR: (Name)  
Under Secretary for Oceans and Atmosphere

\*\*\*\*\*

MEMORANDUM FOR: (Name)  
Assistant Secretary for Oceans and Atmosphere

\*\*\*\*\*

MEMORANDUM FOR: (Name)  
Deputy Under Secretary  
for Oceans and Atmosphere

\*\*\*\*\*

MEMORANDUM FOR: (Name)  
Chief Scientist

### **Brief Responses**

A very informal and acceptable way to respond to internal (within NOAA) memoranda, is to type your response at the bottom of the memorandum to which you are responding. It is important to type it so the response will be legible. Separate the two memoranda by a dotted line. For example:

MEMORANDUM FOR: Name  
Title

FROM: Name

SUBJECT: XXX

XX  
XXXXXXXXXXXXXXXXXXXX.

XX  
XX.

Attachment

-----

(Date)

MEMORANDUM FOR: Name

FROM: Name (be sure to sign your response to  
document its authenticity)

(Subject line is not necessary since it is listed above.)

XX.



**Basic Memorandum Format**

S A M P L E

(to be dated when signed)

MEMORANDUM FOR: Name  
Chief Financial Officer and  
Assistant Secretary for Administration

FROM: Name

SUBJECT: Report to Congress on xxxxxxxxxx

xx  
xx  
xxxxxxxxxxxxxxxxxxxx.

Attachments

(The attachments would be the report, letter to OMB requesting clearance, copy of letter to appropriate Chairman of Committee and an address list of Members of Congress who should receive the report.)

## **5. CORRESPONDENCE CONTROLLED BY NOAA EXECUTIVE SECRETARIAT**

### **Role of NOAA Executive Secretariat**

NOAA ES is the focal point for all mail coming to the Under Secretary, Assistant Secretary, Deputy Under Secretary, and the Chief Scientist.

- o The Executive Secretariat will review each piece of correspondence, determine the type of action, and direct it to the appropriate office for action or information. Action and due date will be assigned, and ES will track the correspondence to ensure its timely response.

- o A "green" or "pink" control sheet will be prepared by the analyst with the necessary information (who has the action, due date, clearances, etc.).

- o The control sheet is stapled to a folder with the incoming correspondence stapled inside, and the folder is maintained in ES awaiting the response by E-mail (from all offices inside and outside the Commerce Building).

- o A copy of the incoming letter and a green control sheet is forwarded to the appropriate office for response.

- o If the action is an "A Priority" (determined by DOC with a 3 day turnaround), a copy of the control sheet and incoming letter will be faxed to the appropriate office for action followed by a hard copy of the letter and a pink control sheet.

- o Original correspondence will be retained in ES until signature has been obtained, and then correspondence will be returned to the "Action Office" for filing.

- o Action and due date will be assigned, and ES will track the correspondence to ensure its timely response.

### **Action Office Responsibilities**

The NOAA action office is that NOAA element which has primary interest in the subject matter of the correspondence and which is, therefore, assigned the responsibility for preparing a reply.

- o The action office will normally be at the Assistant Administrator or Director level. However, that official may refer the item to a subordinate office.

- o It is the responsibility of the "Action Office" to coordinate correspondence with other offices that have cross-cutting issues.

**Consult immediately with the ES if you receive controlled correspondence which you believe has been erroneously referred to you.**

- o Give thorough and expeditious handling to time-sensitive correspondence. Take care to observe suspense or due dates, allowing adequate time for routing and reviewing at interim and signature levels.

- o Extensions to due dates will not be granted. If the response is late, a "reason for delay" is necessary on the cover memorandum. Follow any other specific instructions on the NOAA control sheet.

- o For correspondence originating in the Line/Staff Offices, include an addressed envelope. If the letter is going to a foreign country, also include a fax number so that letter will arrive in a timely manner, or provide instructions as to how this letter should be handled in ES.

- o Record the NOAA/DOC control numbers on all internal copies of controlled correspondence.

- o If controlled correspondence is returned to the action office for a retype, return the marked-up copy with the original retyped version.

- o When controlled correspondence is signed at the Line/Staff/Office level, ES must receive a copy in order to close out its files. Please send a copy of the signed original--not a copy with a stamped name. The NOAA ES file copy should show the office logo and the signature.

- o It is the responsibility of the action office (not ES) to maintain the official file (with incoming, list of clearances, etc.).

**EACH LINE/STAFF/ OFFICE WILL USE THE SPELL-CHECK FEATURE ON THEIR PERSONAL COMPUTER BEFORE SUBMITTING DOCUMENTS BY E-MAIL TO THE ES.** See separate instructions for transmission by E-mail on page 24.

### **Clearances**

Clear controlled correspondence with the appropriate Assistant Administrator or Staff Office Director. If the Assistant Administrator or Staff Office Director is not available, the Deputy may initial and/or sign the correspondence. Clearances will be indicated on the NOAA Executive Secretariat's control sheet.

The following guidelines apply to all NOAA-controlled correspondence:

- o Congressional responses will be cleared by the Office of Legislative Affairs, the General Counsel and the Assistant Secretary for Oceans and Atmosphere.
- o All correspondence referring to budget issues will be cleared by the Office of Finance and Administration and the Deputy Under Secretary for Oceans and Atmosphere.
- o Correspondence on regulations or civil and administrative cases will be cleared by the General Counsel.
- o Memoranda of Agreement will be cleared with the General Counsel and DOC's General Counsel.
- o All responses to the Inspector General's (IG) office and the Government Accounting Office audits will be cleared by the Office of Finance and Administration and the Deputy Under Secretary for Oceans and Atmosphere. Responses to the IG investigations should receive minimal clearance and minimal distribution.

ES will ensure that these clearances are obtained.

The clearance process takes at least 2 working days once the proposed correspondence gets to the Executive Secretariat. Therefore, build in sufficient time for clearance to meet the due date when preparing correspondence for the Under Secretary/ Assistant Secretary/Deputy Under Secretary/Chief Scientist's signature.

The Assistant Administrators and Staff Office Directors are responsible for meeting due dates.

---

**Cover Memorandum**

The cover memorandum is to document the Assistant Administrator's or Staff Office Director's approval of the correspondence which is being forwarded for signature. Since this correspondence is controlled by ES, it is not necessary to restate the incoming correspondence or summarize the response, provided that all issues are answered and no additional background information is necessary. When all Line and Staff Offices are on-line with the NOAA Automated Correspondence Tracking System, all that will be needed is a copy of the signatures on the internal control sheet.

Please state the control number in the "SUBJECT" line. Use the NOAA/ES control number if one has been assigned. The "Drafted By" line is necessary in case the reviewers have questions on the material.

#### SAMPLE COVER MEMORANDUM

MEMORANDUM FOR: Name  
Under Secretary for Oceans and Atmosphere

FROM: Name

SUBJECT: Response to Senator Jones; Control No. 37649

I recommend you sign the attached letter.

Attachment

DRAFTED BY: Name, Title/Organization, F/EN: 301-427-2300:  
ald:2/24/94

#### **Drafter's Identification**

The final item on the cover memorandum which accompanies controlled correspondence prepared for the Under Secretary/Assistant Secretary/Deputy Under Secretary/Chief Scientist's signature is the line identifying the drafter. See example below. The "DRAFTED BY" line is placed at the left margin three to five lines below the body of the memorandum and contains the following information:

- o First initials and surname of drafter
- o Title of drafter
- o Office code of drafter
- o Telephone number of drafter (include the area code)
- o Initials of typist (in lowercase letters)
- o Date the letter was originally drafted

### Revisions

As the correspondence goes through the clearance process, any revisions and/or retyping should also be noted on the cover memorandum and the file copies of the proposed correspondence. Example:

DRAFTED BY: Name, Routing Code  
Phone number, date  
Revised: xxxxxx (Same as above)  
Retyped: xxxxxx (Same as above)  
Revised: xxxxxx (Same as above)

### Copy Requirements

On a copy of the correspondence to be signed, list the "bcc" distribution, control number, and writer's I.D. If there is not enough space on the bottom of the copy, then attach a separate paper listing the "bcc" distribution, control number, and writer's I.D.

### Assembling the Correspondence Folder

If the correspondence is not a response to a controlled action from ES, but originated in your office, forward the package to ES in a manila folder.

The ES control sheet will be attached to the outside of the folder, and will suffice as the routing slip. **DO NOT ATTACH ANY OTHER PAPERS TO THE OUTSIDE OF THE FOLDER.** Each Line/Staff Office will determine the proper procedures for routing correspondence within its organization. \*\*Be sure to return ES folders\*\*

Inside, right side of folder (from top to bottom):

- o Cover memorandum
- o Correspondence for signature
- o Writer's I.D., copy distribution, etc.
- o Attachments/enclosures
- o Envelopes

Attach material with at least two paper clips. Bulky material should be attached with wire binder clips.

The plastic "Executive Correspondence" protective shields are not required for NOAA correspondence. It is certainly permissible to use the plastic shields within your organization, but it is not a requirement by NOAA ES.

Inside, left side of the folder (from top to bottom):

- o Incoming (stapled to folder, if not bulky)
- o Background material

### **Multiple Letters**

When preparing a letter to multiple addressees for the Under Secretary/Assistant Secretary/Deputy Under Secretary/Chief Scientist's signature, first send to ES one copy of the proposed letter along with a complete address list of those to receive the correspondence. After ES has reviewed for accuracy and format, this letter will go through the clearance process. Once cleared, if there are 10 letters or less the ES will complete the other letters, if there are more than 10, your office will be informed that the original is cleared and returned for your final processing. If your correspondence is being mailed from the ES, be sure to **include addressed labels or envelopes**. For file copies, instead of copying each original after signature, attach a list of addresses (in address block form) titled "Identical letters or memoranda sent to:" to a copy of the outgoing.

(Requesting Approval/Recommending an Action by the Under Secretary)

S A M P L E

### **DECISION MEMORANDUM**

MEMORANDUM FOR: Name

FROM: Name

SUBJECT: XXXXXXXXXXXXXXXXXXXXXXXXXXXX--DECISION MEMORANDUM

If the Assistant Administrator or Staff Office Director wishes to obtain approval from or recommend an action by the Under Secretary, Assistant Secretary, Deputy Under Secretary, or the Chief Scientist for a certain activity, a decision memorandum is required.

The opening sentence shall state concisely the recommendation or request. The following paragraphs shall present the facts, necessary background, options considered, positive and negative aspects of the decision, and a recommendation. The recommendation shall be expressed so it can be approved or disapproved. The decision block shall be typed five lines after the narrative.

Attachment

cc: xxxx  
xxxx

Approve

Disapprove

Let's Discuss

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Memorandum for Regulations**

Memorandum forwarding regulations must be cleared by the Line Office's General Counsel before NOAA's General Counsel will clear it. The memorandum must state whether it is controversial or not. See below for an example.

MEMORANDUM FOR:       Name  
                          Title

FROM:                   Name  
                          Title here depending on stationary used

SUBJECT:                Final Rules, Determinations, etc.

Attached for your review is the (controversial -not controversial)-----  
-----  
----- (provide background as needed).

This (type of action) has been sent to the Department of Commerce, Office of General Counsel, for concurrent review.

Cleared by NOAA General Counsel \_\_\_\_\_

\_\_\_\_\_  
Name and Title           Date       Concur   Do not concur

A concurrent review package is sent to the Department. A memorandum for DOC's Office of the General Counsel to forward the regulatory package is required. An example follows.



MEMORANDUM FOR:           Name  
                          Title

FROM:                    Name and title if appropriate

SUBJECT:                Final Rules, Determinations, etc.

In compliance with Department Organization Order 10-7, I am attaching  
-----

This determination has been sent to NOAA for concurrent review.

(Docket No.        )

#### **Electronic Mail Transmission**

All responses to controlled correspondence must be sent to the NOAA ES electronically via the Electronic Network. The NOAA ES correspondence analyst will mark the control sheet in the "Note" section that it is an "electronic mail transmission." The procedures follow:

- o A copy of the incoming correspondence (with a pink/green NOAA control sheet) will be forwarded to the action office. The original incoming letter will be held in NOAA ES.
- o After the response has been prepared, cleared by the Line Office's General Counsel and other appropriate personnel in your Line/Staff Office, and signed by your Assistant Administrator/Staff Office Director, it may be transmitted electronically to the ES.
- o If it is a Secretarial to which you are responding, you are required to transmit three separate items: (1) the memorandum to the Secretary; (2) the response to be signed by the Secretary or the Deputy Secretary; and (3) the page listing copy distribution, control number, and writer's I.D. Examples are attached at the end of this section.
- o After accessing the Electronic Mail System (ecorr), the address in ES to send the above items is: [ecorr@hdq.noaa.gov](mailto:ecorr@hdq.noaa.gov)

- o Please fax to ES a clearance/control sheet or signed memorandum which shows clearance by your Assistant Administrator/Staff Office Director. On the clearance/control sheet, the typist must initial that a spell-check was performed on the document being transmitted. (Example: bcc: ES, LA, GC, AS, US, OLIA, OGC  
Control #:12345/678900  
F/SF1:Name preparer:typist:phone #  
Date
- o The secretary in ES will print the electronic mail transmission on the appropriate stationery and arrange the material in a folder with the original incoming letter.
- o The correspondence package will then go through normal clearance procedures as noted on the NOAA control sheet.

If correspondence originates in a NOAA Line/Staff Office and requires the signature of one of the top four NOAA management, it must be sent to NOAA ES via the electronic mail. In this case, fax a copy of the cover memorandum signed by the Assistant Administrator or Staff Office Director to ES at the same time you e-mail the letter/memorandum. Do not send hard copies to ES unless there are enclosures/attachments that cannot be transmitted on e-mail.

#### SAMPLE - Memorandum to be Sent to the Secretary

#### MEMORANDUM FOR THE SECRETARY

FROM: Name  
Title if not using their letterhead

SUBJECT: Responding to Secretarial Controls

Start this memorandum out with "Forwarded for your approval and signature is a letter regarding..." Keep the subject line as brief as possible. Describe the contents of the letter in a few lines.

#### Recommendation

That you sign the letter attached at tab A.

Clearances: See attached NOAA clearance sheet

Executive Secretariat Clearance:

---

Amy Bellanca or Edward L. Levy (these names will change frequently)

SAMPLE - Response to be Signed by Secretary/Deputy Secretary

Mr. A. Name

Title

Organization

Address (do not use P.O. unless that is the only address)

City, State Zip

Dear Mr. Name:

XX  
XX

XX  
XX

Sincerely yours,

Name of the Secretary

## 6. MODELS OF ADDRESS AND SALUTATIONS

The following examples reflect the appropriate model of address for a specific category. Place "The" before the title "Honorable." Do not place "U.S." before House of Representatives.

The President of the United States, the Vice President of the United States, the President of the Senate and the Speaker of the House are always addressed formally.

The closing for all letters is "Sincerely yours" except on letters to the President; the closing is "Respectfully."

Additional pages are to be labeled in the upper left corner:

The Honorable (Name)

Page #

### A. The President

The President  
The White House  
Washington, D.C. 20500

Dear Mr. President:

Respectfully,

### B. The Vice President

The Vice President  
The White House  
Washington, D.C. 20500

Dear Mr. Vice President:

### C. President of the Senate

The Honorable (Name)  
President of the Senate  
Washington, D.C. 20510

Dear Mr. President:

D. Speaker of the House

The Honorable (Name)  
Speaker of the House of Representatives  
Washington, D.C. 20515

Dear Mr. Speaker:

E. United States Senator

The Honorable (Name)  
United States Senate  
Washington, D.C. 20510

Dear Senator (Name):

F. Committee Chairman (Senate)

The Honorable (Name)  
Chairman, Committee on Commerce,  
Science and Transportation  
United States Senate  
Washington, D.C. 20510

Dear Mr. Chairman:

G. Subcommittee Chairman (Senate)

The Honorable (Name)  
Chairman, Subcommittee on Science,  
Technology, and Space  
Committee on Commerce, Science  
and Transportation  
United States Senate  
Washington, D.C. 20510

Dear Mr. Chairman:

H. U.S. Representative (House)

The Honorable (Name)  
House of Representatives  
Washington, D.C. 20515

Dear Representative \_\_\_\_\_:

I. Committee Chairman (House)

The Honorable (Name)  
Chairman, Committee on Appropriations  
House of Representatives  
Washington, D.C. 20515

Dear Mr. Chairman:

J. Subcommittee Chairman (House)

The Honorable (Name)  
Chairman, Subcommittee on Commerce,  
Justice, State, the Judiciary,  
and Related Agencies  
Committee on Appropriations  
House of Representatives  
Washington, D.C. 20515

Dear Mr. Chairman:

K. Member of the House of Representatives (Response to District Office)

The Honorable (Name)  
House of Representatives  
(District office address as it appears on letterhead)

Dear Representative \_\_\_\_\_:

L. Member of the Senate (Response to District Office)

The Honorable (Name)  
United States Senate  
(District office address as it appears on letterhead)

Dear Senator \_\_\_\_\_:

M. Cabinet Member

The Honorable (Name)  
Secretary of (Name)  
Washington, D.C. (Zip)

Dear Mr. Secretary: (or) Dear Madam Secretary:

N.        Governor

The Honorable (Name)  
Governor of (State)  
(City, State, Zip)

Dear Governor (Name):

O.        Lieutenant Governor

The Honorable (Name)  
Lieutenant Governor of (State)  
(City, State Zip)

Dear Mr. (Name):

P.        Mayor

The Honorable (Name)  
Mayor of (City)  
(City, State Zip)

Dear Mayor (Name):

Q.        Ambassador (American Ambassador in Foreign Country)

The Honorable (Name)  
American Ambassador  
(City, Country)

Dear Mr. Ambassador: (or) Dear Madam Ambassador:

R.        Ambassador (Foreign Ambassador in the United States)

His/Her Excellency  
(Name)  
Ambassador of (Name of Country)  
Washington, D.C. (Zip)

Dear Mr. Ambassador: (or) Dear Madam Ambassador:

S.        Minister (Foreign Minister)

His/Her Excellency  
(Name)  
Minister of (Department)  
Country

Dear Mr. Minister:        (or)        Dear Madam Minister:

The Uniformed services are: U.S. Army (USA), U.S. Air Force (USAF),  
U.S. Coast Guard (USCG), U.S. Marine Corps (USMC), U.S. Navy (USN),  
U.S. Public Health Service (USPHS), and the NOAA Corps.

Examples of Use of Commissioned Rank in Address and Salutation

In Address Block

Salutation

Admiral John Doe, NOAA	Dear Admiral Doe:
Vice Admiral John Doe, USN	Dear Admiral Doe:
Rear Admiral John Doe, USCG (Ret.)	Dear Admiral Doe:
Captain John Doe, Jr., USPHS	Dear Captain Doe:
Commander John Doe II, USCG	Dear Commander Doe:
Lieutenant Commander John Doe, USN	Dear Commander Doe:
Lieutenant John Doe, USN	Dear Lieutenant Doe:
Lieutenant (jg) John Doe, NOAA	Dear Lieutenant Doe:
Ensign John Doe, NOAA	Dear Ensign Doe:
Major General John Doe, USAF	Dear General Doe:

Some salutations drop part of the rank. Vice Admiral and Rear Admiral become Admiral; Lieutenant Commander becomes Commander, and Lieutenant (jg) becomes Lieutenant. Other uniformed services drop part of the rank also.

Commissioned Rank and Accepted Usage in Correspondence

<u>In Correspondence</u>	<u>With Name in Correspondence</u>	Column <u>Use</u>
Admiral	Admiral John Doe, Admiral Doe	ADM
Vice Admiral	Vice Admiral John Doe, Admiral Doe	VADM
Rear Admiral	Rear Admiral John Doe, Admiral Doe	RADM
Captain	Captain John Doe, Captain Doe	CAPT
Commander	Commander John Doe, Commander Doe	CDR



Lieutenant Commander	Lieutenant Commander John Doe, Lieutenant Commander Doe	LCDR
Lieutenant	Lieutenant John Doe, Lieutenant Doe	LT
Lieutenant (junior grade)	Lieutenant (jg) John Doe, Lieutenant (jg) Doe	LTJG
Ensign	Ensign John Doe, Ensign Doe	ENS

In correspondence text, the ranks of Vice Admiral and Rear Admiral are shortened to Admiral after the full rank and the officer's name is mentioned the first time; for example: Real Admiral John Doe, NOAA, will attend the conference. Admiral Doe (not Rear Admiral Doe) will represent the National Oceanic and Atmospheric Administration.

## 7. EFFECTIVE WRITTEN COMMUNICATION

This section provides some of the editorial rules to be followed in the preparation of NOAA/DOC correspondence. The purpose of editorial rules is to assure consistency. Inconsistencies detract from the quality of a document.

### Capitalization

Capitalize "Federal," "Government," and "Federal Government" when referring specifically to the U.S. Government.

Capitalize the word "Nation" when it refers to the United States. Do not capitalize national, unless it is used as a proper noun.

Capitalize words relating to U.S. Congress.

House of Representatives	the House
U.S. Senate	the Senate
Members of Congress	the 95th Congress
the Committee (specific committee)	

Congressional is not capitalized (per GPO Style Manual).

Capitalize compass points when they refer to a geographical region or a street name, but they are lowercase when they refer to simple direction.

out West	up North
west of the Rockies	the west coast of Florida

### Fiscal Year

Correct:       fiscal year, FY 94, fiscal year 1994 and  
FY 1994

Incorrect:     Fiscal Year, FY '94, Fiscal Year 1994,  
Fiscal 94

The same rules apply to CY 94, calendar year 1994 and  
CY 1994.

### **Abbreviations**

When used as a noun, United States should be spelled out; when used as an adjective, it should be abbreviated.

While touring the United States, he visited Washington, D.C., and sat in on a session of the U.S. Supreme Court.

### **Word Division**

Words are divided only between syllables. Please consult the dictionary.

Do not separate a title from a person's name.

#### **Incorrect**

For the position of Director, I am nominating Mr.  
Shackleford.

#### **Correct**

For the position of Director, I am nominating  
Mr. Shackleford.

In proper names, avoid separating the first name from the last name.

### **Comma**

Use commas to:

- o   separate city from state, including comma after the name of the state
- o   set off the year when both month and day precede it

#### **Example:**

He moved to Tulsa, Oklahoma, on May 1, 1994, and lived there

for 2 years.

- o separate a person's name and title

Example:

NOAA will be represented at the meeting by Thomas Jefferson, Assistant Secretary for Oceans and Atmosphere, and by George Washington, Deputy Under Secretary for Oceans and Atmosphere.

- o separate words, phrases, or clauses in series with a coordinating conjunction before the last member of the series. Per the GPO Style Manual, include a comma before the conjunction.

Example:

The boy went home alone, and his sister remained with the crowd.

Do not use a comma to separate the month from the year when the day is not given.

Example:

The training papers were processed in May 1987.

**Hyphen**

Use a hyphen between elements of a compound modifier when placed in front of the noun. There is no hyphen if the modifier is after the noun.

Example:

a Government-wide distribution but  
the distribution was Government wide

Do not divide the last word in a paragraph, the last word on a page, or the last word on two consecutive lines.

Do not hyphenate proper nouns or company titles.

### **Dash**

A pair of dashes are used to segregate material completely:

- o To mark a sudden break or abrupt change in thought
- o To indicate an interruption or an unfinished word or sentence
- o To clarify a meaning (instead of using commas or parentheses)

Omit the spaces before and after the dashes.

### **Example**

These are shore deposits--gravel, sand, and clay--but marine sediments underlie them.

### **Acronyms**

Use an acronym after the full name the first time it appears and only if the acronym will be repeated in the body of the letter.

### **Example:**

The National Environmental Satellite, Data, and Information Service (NESDIS) is a Line Office within the National Oceanic and Atmospheric Administration; NESDIS operates the National Climatic Data Center. (The "National Oceanic and Atmospheric Administration" and the "National Climatic Data Center" will not be used again in this report; therefore, no acronyms are used.)

### **Quotations, Commas, & Periods**

The comma and the period are placed inside the quotation marks; the semicolon and the colon fall outside the quotation marks. The question mark and the exclamation point fall within the quotation marks when they refer to the quoted matter only; they fall outside when they refer to the whole sentence.

### **"THAT" versus "WHICH"**

That, which, who. That defines and restricts; which is explanatory and nonrestrictive...

The faucet that drips is in the basement.

The faucet, which drips badly, also needs attention.

The lawn mower that is in the garage. (Tells which one.)

The lawn mower, which is broken, is in the garage.

(Adds a fact about the only mower in question.)

### **Sex-Free Terminology for all NOAA Documents**

Since the English language lacks a generic singular pronoun, he and the possessive his have customarily been used in expressions such as "Each student should bring his permission slip." It is possible--and desirable--to minimize, if not altogether eliminate, this usage. For example:

- o Use the singular but non-possessive form: "Each student should bring a permission slip."
- o Recast in the plural: "All students should bring their permission slips."
- o Replace masculine pronouns with employee, person, applicant, etc. (and possessive form when appropriate): "Instruct each student to bring the student trip permission slip."

Use occupational and functional designations that are gender-free whenever possible. For example, use:

adulthood	NOT	manhood or womanhood
artificial	NOT	man made
business executive	NOT	businessman, businesswoman
chair, presiding officer, leader, moderator	NOT	chairman, chairwoman
council member, councilor	NOT	councilman, councilwoman
fisherman*	NOT	fisher, fisherwoman
four-member commission	NOT	four-man commission
hours worked, work-hours, staff hours	NOT	man-hours
humanity	NOT	mankind
Member of Congress	NOT	Congressman, Congresswoman
personnel, worker, work force	NOT	manpower
police officer	NOT	policeman, policewoman
reporter	NOT	newsman
seaman, deck-hand**	NOT	female sailor

\*NOAA and representatives of the fishery industry have made special arrangements to continue to use fisherman--to be used for male or female.

\*\*Established as an occupational title in U.S. Department of Labor Dictionary of Occupational Titles--to be used for male or female.

## 8. GENERAL GUIDANCE - PREFERRED STYLE

- o In the address of the letter, spell out the name of the state. When writing Washington, D.C., be sure to include the periods.
- o The first sentence shall be "Thank you for your letter regarding **(not concerning)**..." followed by a brief description of the subject of the incoming letter.
- o Do not refer to the date of the incoming letter in the response.
- o If the signer of the letter is not the addressee of the incoming, acknowledge the addressee in the response. For example, a letter addressed to the Secretary of Commerce with a response being signed by the Under Secretary shall say, "Thank you for your letter to Secretary (Name) regarding...."
- o Keep letters and memoranda to one page whenever possible. If necessary, use an attachment or an enclosure to relay information. If the letter has to be more than one page, beginning with page 2, type the number six lines from the top, in the center of the page. Type the number alone--do not use dashes or parentheses. Begin the body of correspondence four lines down from page number.
- o Do not apologize. Do not use "I regret...", "or "I am sorry...."
- o Avoid "I want to assure you...." and "Please be assured...."
- o Do not repeat the incoming correspondence in the response.
- o Do not refer to the writer by name in the body of the letter.
- o Do not state too many "thank you's" in the letter. For example, after stating in the opening sentence, "Thank you for your letter regarding...", do not say "Thank you for your interest" in the last paragraph. Although it is appropriate to let the writer know that we appreciate his interest by stating: "Your interest in NOAA is appreciated."
- o The first and last paragraphs may be one sentence. All other paragraphs in the body of the letter must be more than one sentence.

- o Use plain English--avoid cumbersome, overstated, and redundant words and phrases. Make your point early in the letter or memorandum.

- o Use the precise word or phrase.

datum (singular) - data (is established both as a singular and as a plural noun)

criterion (singular) - criteria (plural)

subsequent means after, not before

different from, not different than

insure means to guarantee against financial loss

ensure means to make sure or certain (although insure and ensure share the same meaning, this usage is preferred.)

affect means to influence; to act upon; to alter; to assume; to adopt

effect means to cause to come into being; to accomplish

- o When using "headings" in a report or letter, do not type the heading at the bottom of the page with the text on the following page. Instead, go to the next page and type the heading followed by the text.
- o In listing a date, never divide the month from the day.  
Example:

Incorrect

We will be pleased to meet with the group on June 13, 1994.

Correct

We will be pleased to meet with the group on June 13, 1994.

o Text Format - Subparagraphs

The "bullet" format is preferred. The "bullet" is denoted as a lowercase "o," not a period (.) nor a zero (0).

If the information is extensive, you may use the following format:

1. Xxxxxxxx Xxxxxxxx

a. XX

XX

b. XX

(1) XX

XX

(a) XX

XX

**9. DEPARTMENT OF COMMERCE STYLE PREFERENCES AND SAMPLES**

INFORMATION MEMORANDUM FOR THE SECRETARY OR DEPUTY SECRETARY

FROM: Name

SUBJECT: xxxxxxxxxx

I. SUMMARY: xx

xx.

II. DISCUSSION: xx

xx

xx.

---

DECISION MEMORANDUM FOR THE SECRETARY OR DEPUTY SECRETARY

FROM: Name

SUBJECT: xxxxxxxxxxxxxxxx





## ACRONYM LIST

AA	Assistant Administrator
AAAS	American Association for the Advancement of Science
AAS	Advanced Automation System
ACO	Association of Commissioned Officers
ADEOS	ADvanced Earth Observing System
AEWC	Alaska Eskimo Whaling Commission
AFGWC	Air Force Global Weather Center
AFS	American Fisheries Society
AGI	American Geological Institute
AGU	American Geophysical Union
AIAA	American Institute of Aeronautics and Astronautics
AID	Agency for International Development
ALSP	Atmosphere and Land Surface Processes
AMC	Atlantic Marine Center
AMS	American Meteorological Society
ANCS-II	Automated Nautical Charting System
AOC	Aircraft Operations Center
AOML	Atlantic Oceanographic and Meteorological Laboratory
AOO	American Oceanic Organization
ARL	Air Resources Laboratory
ARPA	Advanced Research Projects Agency
ASC	Administrative Support Center
ASOS	Automated Surface Observing System
ATA	American Tunaboat Association
ASTC	Association of Science and Technology Centers
ATSR	Along Track Scanning Radiometer
AVHRR	Advanced Very High Resolution Radiometer
AWIPS	Advanced Weather Interactive Processing System
CAA	Civil Aviation Administration
CAC	Climate Analysis Center
CAEC	Center for Analysis of Environmental Change
CASC	Central Administrative Support Center
C&GC	Climate and Global Change Program
CalCOFI	California Cooperative Oceanic Fisheries Investigations
CalFed	Consortium of Federal and State Agencies working together to address water issues in California
CCAMLR	Convention of the Conservation of Antarctic Marine Living Resources
CDC	Center for Disease Control
CD-ROM	Compact Disk–Read only Memory
CEES	Committee on Earth and Environmental Sciences

CENR	Committee on Environment and Natural Resources
CEOS	Committee on Earth Observation Satellites
CEP	Caribbean Environment Program
CEQ	Council On Environmental Quality
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFCs	chlorofluorocarbons
CFO	Chief Financial Officer
C&GS	Office of Charting and Geodetic Services
CG	Coast Guard
CGS	Committee on Geological Sciences
CICS	Cooperative Institute for Climate Studies
CINTEX	Catalogue Interoperability Experiment
CIO	Chief Information Officer
CIRA	Cooperative Institute for Research in the Atmosphere
CITES	Convention on International Trade in Endangered Species
CLIMAP	Climate Modeling Prediction
CLIVAR	Climate Variability (Program)
CMDL	Climate Monitoring and Diagnostic Laboratory
CMP	Coastal Management Programs
CNES	Centre National d'Etudes Spatiales
COE	Corps of Engineers
COMET	Cooperative Operational Meteorological Education and Training
COP	Coastal Ocean Program
COTR	Contracting Officer's Technical Representative
CS	Chief Scientist
CZM	Coastal Zone Management
CZMA	Coastal Zone Management Act
DAAC	Distributed Active Archive Centers
DAS	days-at-sea
DAO	Departmental Administrative Order
DEIS	Draft Environmental Impact Statement
DMSP	Defense Meteorological Satellite Program
DNR	Department of Natural Resources
DOA	Department of Agriculture
DOC	Department of Commerce
DOD	Department of Defense
DOE	Department of Energy
DOI	Department of the Interior
DOJ	Department of Justice
DOO	Departmental Organization Order
DOS	Department of State
DOT	Department of Transportation
DPC	Domestic Policy Council

EASC	Eastern Administrative Support Center
EC	European Community
ECDIS	Electronic Chart Display Information Systems
EDA	Economic Development Administration
EEOC	Equal Employment Opportunity Commission
EEO	Equal Employment Opportunity
EEZ	Exclusive Economic Zone
EIS	Environmental Impact Statement
EOB	Executive Office Building
ENSO	El Niño-Southern Oscillation
EOS	Earth Observing System
EOSDIS	Earth Observing System Data and Information System
EPA	Environmental Protection Agency
EPOCS	Equatorial Pacific Ocean Climate Studies
ERL	Environmental Research Laboratories
EROS	Earth Resources Observing Satellite
ESA	Endangered Species Act
ESA	Economics and Statistics Administration
ESA	European Satellite Agency
ESDIM	Environmental Sciences Data Information Management
EUMETSAT	European Organisation for the Exploitation of Meteorological Satellites
FAA	Federal Aviation Administration
FACA	Federal Advisory Committee Act
FAO	Food and Agriculture Organization
FAX	Facsimile
FCCSET	Federal Coordinating Committee for Science, Engineering, and Technology
FDA	Food and Drug Administration
FEMA	Federal Emergency Management Agency
FIMA	Financial Management System
FMP	Fishery Management Plan
FNOC	Fleet Numerical Oceanography Center
FOIA	Freedom of Information Act
FR	Federal Register
FRAM	Fleet Replacement and Modernization
FRAM	Fleet Replacement and Modernization
FSL	Forecast Systems Laboratory
FSM	Federated States of Micronesia
FSU	Florida State University
FTE	Full Time Equivalent
FVOG	Fishing Vessel Obligation Guarantee Program
FY	Fiscal Year
GAO	General Accounting Office
GARP	Global Atmospheric Research Program

GCC Global Climate Change  
 GCDIS Global Change Data and Information System  
 GCIP GEWEX Continental-Scale International Project  
 GCM Global Circulation Model  
 GCOS Global Climate Observing System  
 GDP Gross Domestic Product  
 GEF Global Environment Facility  
 GEOSAT Geodetic Satellite  
 GEWEX Global Energy and Water Cycle Experiment  
 GFDL Geophysical Fluid Dynamics Laboratory  
 GFO GEOSAT Follow-On  
 GIS Geographic Information System  
 GLOBE Global Learning & Observations to Benefit the Environment  
 GLOBEC Global Ocean Ecosystem Dynamics Studies  
 GMS Geostationary Meteorological Satellite  
 GNP Gross National Product  
 GOALS Global Ocean-Atmosphere-Land System (Program)  
 GOES Geostationary Operational Environmental Satellite  
 GOOS Global Ocean Observing System  
 GPS Global Positioning System  
 GSA General Services Administration  
 GSAT Global Satellite Data Acquisition Team  
 GTS Global Telecommunications System

HACCP Hazard Analysis Critical Control Point  
 HAZMAT Hazardous Materials Response and Assessment Division  
 HEW Health, Education and Welfare  
 HFC HydroFluoroCarbon  
 HPCC High Performance Computing and Communications  
 HVAC Heating, Ventilation, Air Conditioning

IAI Inter-American Institute for Global Change Research  
 IARCC Interagency Arctic Research Coordination Committee  
 IATTC Inter-America Tropical Tuna Commission  
 ICES International Council for the Exploration of the Sea  
 ICCAT International Convention on Conservation of Atlantic Tuna  
 ICSU International Council of Scientific Unions  
 IDN International Directory Network  
 IFREMER French research institute for exploitation of the sea  
 IGBP International Geosphere-Biosphere Program  
 IGOS Integrated Global Ocean Station System  
 IITA Information Infrastructure Technology Applications  
 IOC Intergovernmental Oceanographic Commission  
 IPCC Intergovernmental Panel on Climate Change  
 ITA International Trade Administration

ITQ	Individual Transferable Quota
IUCN	The World Conservation Union
IUSS	Integrated Undersea Surveillance System
IWC	International Whaling Convention
JAWF	Joint Agriculture-Weather Facility
JGOFS	Joint Global Ocean Flux Study
JIC	Joint Ice Center
JOI	Joint Oceanographic Institution
LAN	Local Area Network
LANL	Los Alamos National Laboratory
LAWS	Laser Atmospheric Wind Sounder
LBS	Land-based Sources of Marine Pollution
LIDAR	light detecting and ranging
LME	Large Marine Ecosystem
LMR	Living Marine Resource
LO	Line Offices
LOS	Law of the Sea
MAB	Man And the Biosphere programme
MAFAC	Marine Fisheries Advisory Committee
MAPS	Mesoscale Analysis and Prediction System
MASC	Mountain Administrative Support Center
MB	Marine Board
MBDA	Minority Business Development Agency
MDB	Multilateral Development Bank
MEDS	Marine Ecological Database System
METCON	Metropolitan Consortium for Minorities in Science and Engineering
METEOSAT	METEOrological SATellite
MFCMA	Magnuson-Stevens Fishery Conservation and Management Act
MMPA	Marine Mammal Protection Act
MOA	Memorandum of Agreement
MOM	Modular Ocean Model
MOU	Memorandum of Understanding
MPA	Marine Protected Area
MPE	Mission to Planet Earth
MPP	massively parallel processor
MSC	Management Support Center
MTPE	Mission To Planet Earth
MTS	Marine Technology Society
NAFT	North American Free Trade Agreement
NAPAP	National Acid Precipitation Assessment Program
NAS	National Academy of Sciences

NAS	Nonindigenous Aquatic Species
NASA	National Aeronautics and Space Administration
NASC	North Atlantic Salmon Convention
NAVO	Naval Oceanographic Office
NAWAS	National Warning System
NC	NOAA Corps
NCAR	National Center for Atmospheric Research
NCDC	National Climatic Data Center
NCM	National Coastal Monitoring
NEPA	National Environmental Policy Act
NERRS	National Estuarine Research Reserve System
NESDIS	National Environmental Satellite, Data, and Information Service
NEXRAD	Next Generation Radar
NGDC	National Geophysical Data Center
NIC	Network Information Center
NII	National Information Infrastructure
NIST	National Institute for Standards and Technology
NMC	National Meteorological Center
NMFS	National Marine Fisheries Service
NOAA	National Oceanic and Atmospheric Administration
NODC	National Oceanographic Data Center
NOS	National Ocean Service
NPL	National Priorities List
NPOESS	National Polar-orbiting Operational Environmental Satellite System
NPR	National Performance Review
NRC	National Research Council
NREN	National Research and Education Network
NRL	Naval Research Laboratory
NSB	National Science Board
NSC	National Security Council
NSF	National Science Foundation
NSP	Neurological Shellfish Poisoning
NSRS	National Spatial Reference System
NSTA	National Science Teachers Association
NTIA	National Telecommunications and Information Administration
NTIS	National Technical Information Service
NURP	National Undersea Research Program
NWS	National Weather Service
NYT	New York Times
OAR	Office of Oceanic and Atmospheric Research
OCR	Office of Civil Rights
OCRM	Office of Coastal Resource Management
OECD	Organization for Economic Cooperation and Development
OFCM	Office of the Federal Coordinator for Meteorology

OGP	Office of Global Programs
OIG	Office of the Inspector General
OMB	Office of Management and Budget
OOC	Operational Oceanography Center
OPC	Ocean Products Center
OPM	Office of Personnel Management
OR&F	Operations, Research and Facilities
ORTA	Office of Research and Technology Application
OSAA	Operational Satellite Active Archive
OSTP	Office of Science and Technology Policy
OTH	Over-the-Horizon
OY	Optimum Yield
PA	Office of Public and Constituent Affairs
PC	Personal Computer
PCAST	President's Council of Advisors on Science and Technology
PCSD	President's Council on Sustainable Development
PIN	Pacific Island Network
PMEL	Pacific Marine Environmental Laboratory
POES	Polar Operational Environmental Satellite
POES	Polar-orbiting Operational Environmental Satellite
PORTS	Physical Oceanographic Real-Time System
PSP	Paralytic Shellfish Poisoning
PTO	Patent and Trademark Office
RCC	Regional Climate Center
RCRA	Resource Conservation and Recovery Act
R&D	Research and Development
RFC	River Forecast Center
RI/FS	Remedial Investigation/Feasibility Study
RMI	Republic of the Marshall Islands
RSMC	Regional Specialized Meteorological Center
RSMIS	A real property or computerized data base
RSSA	Resource Services Support Agreement
RTE	repairs-to-extend
SAA	Satellite Active Archive
SAIC	Science Applications International Corporation
SAR	Synthetic Aperture Radar
SBIR	Small Business Innovation Research
SeaWIFS	Sea-Viewing, Wide Field-of-view Sensor
SEPESCA	Mexican Secretariat of Fisheries
SES	Senior Executive Service
SESC	Space Environment Services Center
SIO	Scripps Institution of Oceanography



SOSUS Sound Surveillance System  
 SPN Shared Processing Network  
 SPREP South Pacific Regional Environment Program  
 SSMC Silver Spring Metro Complex  
 SST Sea Surface Temperature  
 SURTASS SURveillance Towed Array Sensor System  
 SUSCOS Subcommittee on U.S. Coastal Ocean Science  
 SWATH Small Waterplane Area Twin Hull  
 SWAF Southwest fisheries Center

T&A Time and Attendance  
 TAC Total Allowable Catch  
 TALFF Total Allowance Level of Foreign Fishing  
 TAO Tropical Atmosphere Ocean  
 TED Turtle Excluder Device  
 TEMA Training, Education, and Mutual Assistance  
 TIROS Television Infrared Observation Satellite  
 TOGA Tropical Ocean Global Atmosphere (Program)  
 TOPEX Ocean Topography Experiment  
 TRMM Tropical Rainfall Measuring Mission

UARS Upper Atmosphere Research Satellite  
 UCAR University Corporation for Atmospheric Research  
 UMP Upper Mantle Project  
 UN United Nations  
 UNCED United Nations Conference on Environment and Development  
 UNCLOS UN Convention on the Law of the Sea  
 UNCSTD United Nations Center for Science & Technology for Development  
 UNDP United Nations Development Program  
 UNEP United Nations Environmental Program  
 UNESCO United Nations Educational, Scientific and Cultural Organization  
 UNITAR United Nations Institute for Training and Research  
 UNOLS University-National Oceanographic Laboratory System  
 USCG United States Coast Guard  
 USDA U.S. Department of Agriculture  
 USDIS United States Data and Information System  
 USGCRP U.S. Global Change Research Program  
 USGS U.S. Geologic Survey  
 USIA United States Information Agency  
 USIS U.S. Information Service  
 UV-B Ultraviolet-Biological

VAS Visible (Infrared Spin-Scan Radiometer) Atmospheric Sounder  
 VCP Voluntary Cooperation Program  
 VENTEX Venting Experiment

VHPCC	<u>very</u> High Performance Computing and Communications
VISSR	Visible Infrared Spin Scan Radiometer
VLBI	Very Long Baseline Interferometry
VOS	Voluntary Observing Ship
WAM	wave model
WASC	Western Administrative Support Center
WCRP	World Climate Research Programme
WDC	World Data Center
WFO	Weather Forecast Office
WGD	Working Group on Data
WHOI	Woods Hole Oceanographic Institute
WMO	World Meteorological Organization
WOCE	World Ocean Circulation Experiment
WSFO	Weather Service Forecast Office
WSO	Weather Service Office
WSR-88D	Weather Surveillance Radar
WWB	World Weather Building
WWR	World Weather Records
XBT	Expendable Bathythermograph

